



Microsoft Office 365 is a software suite made up of several different tools with which you are likely already a little familiar. This suite focuses more on being available through the cloud, and is a little different from what you are already accustomed to using. Over the next few pages you will be able to get some more information about what Office 365 is, and what it can do for you.

Let's start with a general look at the three big things that Office 365 can help you to do:

Communicate -



Communication is important for all departments, and Office 365 can help them do it better. Communication with Office is accomplished through two programs: Microsoft Outlook and Microsoft Lync. Outlook is a powerful access point for email and calendar functions, while Lync is a quick and easy to use instant messaging program.

Produce -



Office 365 can help you to produce materials to include with those communiques. With programs such as Excel, Powerpoint, and Word you will be able to create professional, easy-to-read documents. You might be familiar with these programs already, but with 365 you'll be able to access them as never before.

Store -



Office 365 has helped you produce documents, and communicate them to your co-workers, but what if you need to access it later? 365 can give you the options to store those documents and access them later. Even better Office works with the storage systems the City already uses to make it easier than ever to store and find those documents later.

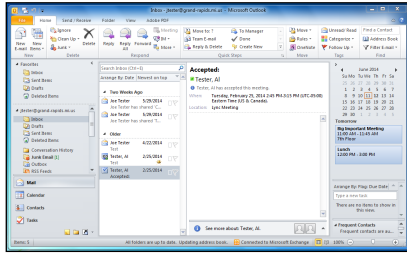
To give you an idea on how you can use Office 365 let's talk about Joe. Imagine that Joe is an employee with the City. Let's take a look at how Joe can use the new tools in office to make tasks easier.

Office 365 The Right Tools

Office can help Joe to communicate. Joe will need all the help he can get, and the easy-to-use email tools in Office 365 will do that. He'll also be able to use the scheduling tools to keep him on track, and make sure he gets stuff done.

Outlook:

Joe used to worry about his email too much. He is a sad, lonely, man. His email was hard to search through, never had enough space, and he never knew what might be a virus. With Office 365 though, Joe has access to 50 gigabytes of email storage, and powerful spam and virus filters. This means that Joe can stop worrying about his email, and start focusing on his job.

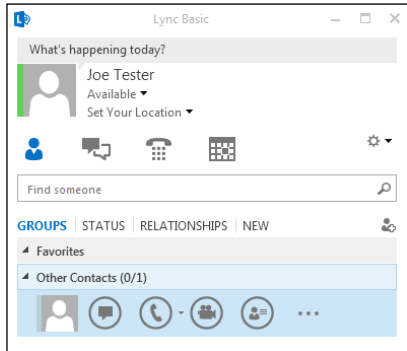


MICROSOFT OUTLOOK

The desktop version is the same program which Joe has used before, but there are web and mobile versions as well. While Joe is out of the office he can still access his email through Office's website or his smartphone. Now Joe can still access the same powerful tools no matter where he is.

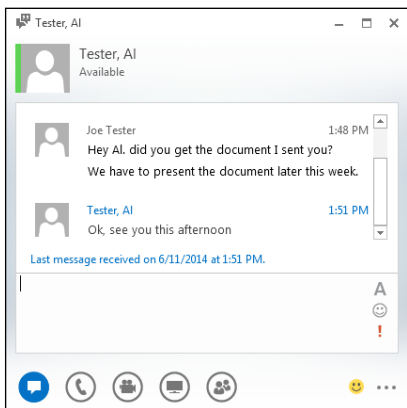
Lync:

Joe has just checked his email, and looked at his schedule for the day. It looks like he has a team meeting. With Microsoft Lync he won't even need to leave his office. Lync offers instant messaging and video conferencing tools, as well as the ability to share his screen, and even a virtual whiteboard to help with brainstorming. With a few clicks Joe can invite other people into the conversation. Lync isn't just replacing Microsoft Communicator, but also making it easier to communicate quickly and effectively. Thanks to Lync Joe won't even need pants to attend meetings anymore. Although the people in the next cubicle probably won't like that as much.

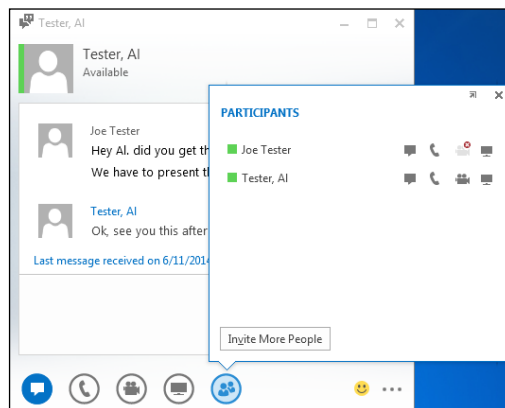


MESSAGE, CALL, OR VIDEO

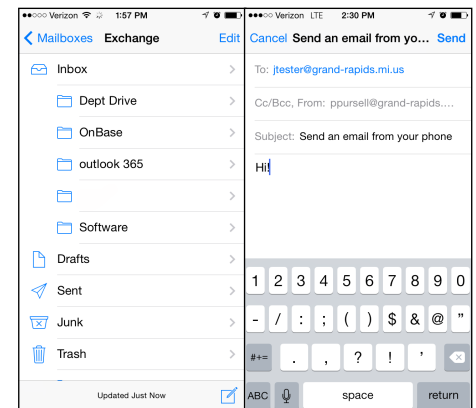
With the communicative power of Office 365 Joe is able to stay connected, and stay involved from new places. If Joe receives an important email at lunch he can act on it now, rather than having it sit while he finishes off his taco. Plus, with the other tools in Office 365 Joe can do more than just read that email on the go...



MESSAGING WITH LYNC



INVITE OTHERS



MOBILE EMAIL



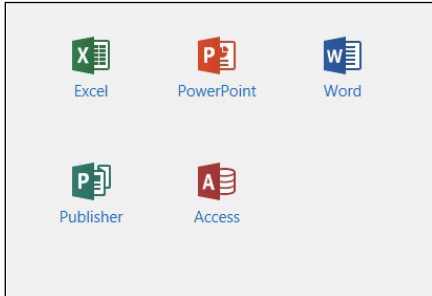
Communicate

OK, Joe has checked his email, looked at his calendar, and is ready to actually produce some work. With the tools in 365 Joe will be able to create professional, easy-to-read documents. Even better he'll be able to edit them from any location with the help of Office on demand.

Office Tools:

Joe was already familiar with the main tools of the Office family: Word, PowerPoint, Excel.

Joe can use Word for editing text documents, PowerPoint for his presentations, and Excel to create spreadsheets. Not much has changed with these programs and Joe will still be able to use these programs from his desktop computer as he did before.

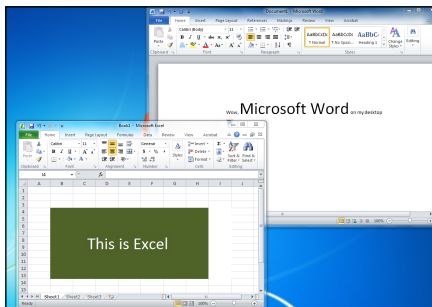


THE OFFICE 365 SUITE OF PROGRAMS IS...

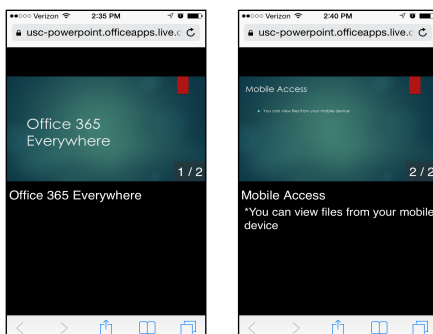
Office on demand:

When Joe is in his office he can use the desktop versions of these programs, but unfortunately Joe isn't always in his office. That's where Office on Demand can help Joe out. Office on Demand is simply just an online version of those programs. It looks very similar to the desktop versions, and offers the same tools to any device Joe uses. Joe simply has to login to the Office website, and he can view or create or edit documents all through his browser. On a tablet computer? Joe can edit his presentation. In the middle of a budget meeting? Joe can update a spreadsheet. On a canoe in the Grand River? Joe can write a report.

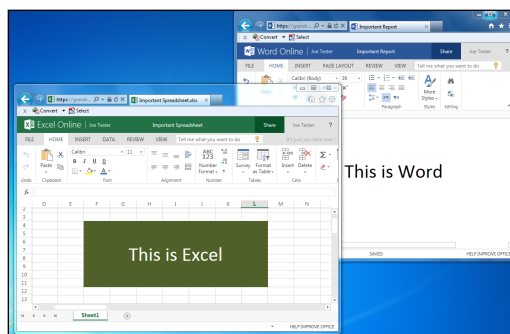
With the productivity tools of Office you'll know be able to stay on top of your work. You'll always have the newest features, and the ability to edit your documents from anywhere. That email joe got at lunch? It had a report Joe needed to review. Joe can edit it without moving away from his delicious funny taco. Office-on-Demand gives him consistent access to the tools he needs both when he needs them and where he needs them.



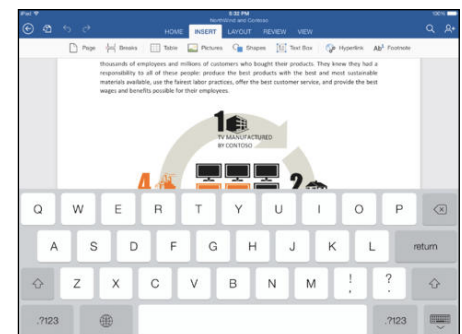
USEABLE ON YOUR DESKTOP...



SMARTPHONES ...



BROWSERS ...

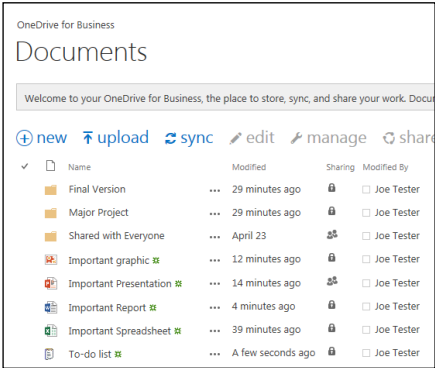


... OR EVEN TABLETS



Produce

It's been a long day. Joe has been checking emails, instant messaging, and creating documents. When its time to go home for the weekend 365 can help Joe to save those documents that he produced. After all, what's the point of making all these documents if you can't use them later?



JOE'S ONEDRIVE

OneDrive:

Office 365 gives Joe access to his own personal cloud storage space. Microsoft OneDrive has 25 gigabytes of storage, and Joe can choose what data he wants to store as well as the way he sorts that data.

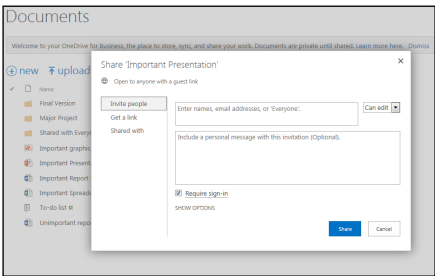
Let's say Joe is issued a new computer though. With a few clicks Joe can access his OneDrive from any computer. His smartphone, his tablet, his laptop, or even his desktop computer. OneDrive gives Joe access to his files wherever he is.

That report Joe edited at lunch? Joe can save it straight to his OneDrive, and continue editing it when he gets back to his desk.

Sharing and collaboration:

Office 365 also gives Joe the ability to share his documents and work on them with others. After lunch Joe can easily share his documents directly with his colleague, Al, down the hall. Joe and Al can then edit the document together, and see any changes in real time without the need to keep re-sending files. Wow.

Joe isn't just limited to working with people within the City though. Office 365 is able to work with the City's other software tools to become even more powerful. Integrating with Microsoft SharePoint will allow Joe to share with people outside the City as well.

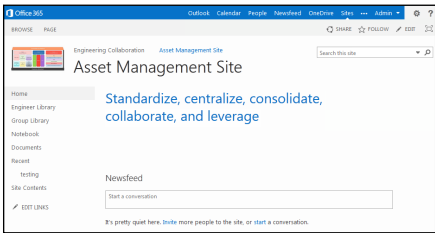


EASY TO SHARE

Collaboration Sites:

SharePoint is an important part of Grand Rapid's data storage abilities and also features a useful tool to help interact with outside sources: Collaboration Sites. These sites allow for outside vendors to easily save and share documents with the City. These documents could be instruction manuals, how-to guides, progress timelines, lists of issues, or possibly even hidden treasure maps. With these collaboration sites Joe has an easy centralized way to exchange information and communicate.

That report Joe has been working on all day is almost finished, but he needs to include some specific features from the vendor he is working with. Instead of emailing the vendor and hoping for a quick response he can instead just read through the documents they've uploaded to the Collaboration site. He gets the information, updates the report and runs out of the office. He's halfway home before his Smartphone rings and reminds him of a big meeting at 9AM. Poor Joe.



ASSET MANAGEMENT
COLLABORATION SITE



Store